



## MINUTES

### 1. ATTENDANCE AND ADMINISTRATION

**1.1 Present:** Alison McAlpine (Limited Statutory Manager); Andy Williams (Chairperson), Kirsten Nalder (Deputy Chairperson), Gareth Batten (Staff Rep), Beverley Purdie (Manawhenua Ki Mohua Rep), Cynthia Sampson (Parent Rep), Vanessa Harwood (GBHS Home and School Committee Rep), Jett Bennett (Student Rep) and Steph Hartill (BOT Secretary - Minutes).  
Richard Baker (Acting Principal) and Coralie Stopford (Deputy Principal).

**1.2 Apologies:** and Susie Struck (Parent Rep) and Cherrie Chubb (Parent Rep).

**1.3 Declaration of interests:** None.

**1.4 Speaking Rights:**

Coralie, Alison, Vanessa and Steph were given speaking rights by the Chair.

AW/RB  
Carried

**1.5 Code of Conduct**

Vanessa was welcomed to the BOT and signed the Code of Conduct. All Board members have now signed the code of conduct.

### 2. STRATEGIC DISCUSSIONS AND DECISIONS

#### 2.1 Principal's Report

The Principal's Report was tabled and moved for adoption.

RB/KN  
Carried

- a. The Junior Numeracy and Literacy Co-Ordinator vacancy has still not yet been filled.
- b. There are staffing issues regarding finding relief teachers who are registered.
- c. Richard shared with the BOT the Golden Bay Community of Learning's Timeline progress to date. The CoL are up to point of submitting a plan to the MOE by the end of July. The version of the PDF was difficult to read in the Agenda pack. Steph to email the PDF version to BOT.
- d. Richard noted there is some great Professional Development and Learning occurring, and thanked Coralie for her expertise.

#### 2.2 Workplan

- a. A possible Hui with the BOT and Manawhenua Ki Mohau to take place on a proposed date of Saturday 19<sup>th</sup> August. Beverley to follow up.

#### 2.3 Curriculum Reviews: *Annual Department Reports.*

- a. The BOT confirmed a meeting with the Head of Departments and Teachers in Charge of Careers (Gareth Batten), Resistant Materials Technology (Ben Knoef), Home Economics (Glenda Allinson), and Photography & Drama (April Hay) for a meeting on the 3 July 2017 at 5.30pm to discuss their Annual Department Reports with the BOT.
- b. The BOT proposed to meet with the Head of Departments and Teachers in Charge of Mathematics (Paul Childs), The Arts (Enfys Bellamy), English (Jan Stark) and Social Sciences (Pete Mitchison) on the 7 August 2017 at 5.30pm to discuss their Annual Department Reports with the BOT. Steph to organise meeting and update Workplan.

#### 2.4 Charter and Reporting

- a. Covered in the Principal's Report.

#### 2.5 Policies

- a. International Student related Policies: Coralie is in contact with an ODENZ director who may be able to assist with new policies that ensure that GBHS is compliant with the new Pastoral Code for International Students. There may be some unexpected expenditure required to get these up to date and compliant but

as this was also highlighted in the ERO report, the BOT agreed to make this a priority. Alison suggested that the Support Staff may result in administrative capacity which may assist Coralie with International students marketing especially as ODENZ becomes the main recruiting tool.

- b. Health Food Policy: There is a request from the Nelson Marlborough District Health Board (NMDHB) for GBHS to become a water only school initiative. After debating this at length, the BOT agreed to take this to the Student Council a team of students for their input. At this stage the BOT was unable to sign up to the NMDHB water only initiative.
- c. Leave Policy: The Senior Management Team are concerned regarding long term leave and as a result Richard has already asked for any long term leave applications to be in by the end of Term 2. The BOT changed the working so that "All long term leave will be applied for by the end of Term 2 the previous year and that there be limited numbers of leave approved according to the above criteria. All long term leave applications will be considered at a BOT meeting, and the outcome communicated to the applicant in a letter.

KN/CS  
Carried

### 3. MONITORING

#### 3.1 Finance Committee

The Finance Reports for May were moved for adoption.

AW/CS  
Carried

- a. A sub-Finance Committee will meet to review the policies before the meeting. Steph to organise.
- b. The BOT approved the application to open an account with the Bank of New Zealand, in order to apply for a VISA in the name of the R Baker, BOT GBHS.

KN/CS  
Carried

#### 3.2 Property and Health & Safety Committee

The Property and Health & Safety Report was tabled and moved for adoption.

RB/AW  
Carried

- a. A correction to the dollar amount of the House sale was noted in the minutes: it should have read \$249K.
- b. John Crone recently visited the school and outlined the property funding. \$700K in 5YA and \$249K from the house sale. Two main projects (Staffroom and Lab 3) will consume most of that money. Redbox are relooking at the plans to look for reductions. The Lab extension will be started first in August or September.
- c. It is hoped that Justin from Redbox will be able to attend a BOT meeting in August or September.

#### 3.3 Staff Representation

No Report.

- a. Gareth noted that the online EOTC system worked very well when using it for a trip to Hanmer Springs.
- b. The staff are looking forward to the end of the Term.

#### 3.4 Home and School Association

No written report.

- a. The Home and School elected Vanessa as the representative.
- b. The BOT warmly welcomed Vanessa.
- c. Fundraising ideas will be brought to the next Home and School meeting.
- d. Quiz night planned for later in the year or in the New Year.
- e. There are some funds tucked away for future use.
- f. Staff have been asked to bring their wish list to the Home and School for consideration.

#### 3.5 Manawhenua Ki Mohua Liaison

No written report.

- a. Beverley has been working on Water Conservation, how to encourage Youth, to help them realise that this area in Golden Bay has been touched by Tourism.
- b. There is ongoing work on a Wharae Kura with the local CoL (community of schools). Encouraging the staff at schools that the Marae is also a very valid place of learning.
- c. Building on the Taha Maori Policy is also ongoing.

### 3.6 Student Representation

No written report.

- a. Jett has checked regarding IDs with TDC and they do not issue student IDs.
- b. Jett invited all BOT members to the Ball on Saturday at the Wholemeal.
- c. Jett asked that the teachers be reminded by the SLT to read out the daily notices. Some students have reported back that they are not receiving these.
- d. Jett suggested using the FaceBook page to highlight the Report evenings etc, and also send a text message to remind people regarding the evenings.
- e. Jett to follow up regarding sugar free drinks in the Canteen.
- f. The BOT thanked Jett for his wonderful contribution to the school during his tenure as Student Representative.

## 4. BOARD ADMINISTRATION

### 4.1 Confirmation of the Previous Minutes

It was moved to confirm the minutes of the previous meeting on the 22 May 2017 as a true and correct record with the following amendments.

- a. Jett's name corrected and Vanessa's name corrected.
- b. Bev was present at the finance meeting.

CS/JB  
Carried

### 4.2 Action List of the Previous Minutes

All of the action points were completed except the following:

1. HR Audit date – ongoing.
2. Ratification via email procedure to be written – ongoing.
3. Richard and Dan to work on reply to Malcom McBride's letter on Traffic.
4. Andy and Richard to reply to the Takaka Primary School letter.

### 4.3 Correspondence

It was moved that the Correspondence be accepted.

AW/KN  
Carried

### 4.4 ERO

- a. The final ERO report has not now been received.
- b. Andy, Alison and Richard to draft an ERO response to go on the GBHS Website.
- c. They will be back 12 to 24 months.

### 4.5 Alcohol Permission

- a. The BOT moved to accept Clarissa Brunning's application to serve alcohol at the Rural Service Centre's evening entertainment stress relief for farmers on the 7 July.
- b. The BOT also moved to accept the GBHS's staff application to serve alcohol at the High Tea for Pink Ribbon Cancer fundraiser on the 29 July. Catering needs.

AW/CS  
Carried

### 4.6 BOT Training and Administration

- a. NZSTA Training: Tuesday 25 July on Finance 1 Workshop at GBHS in library – shared pot lunch dinner. BOT members to register asap.
- b. NZSTA Conference: Richard and Cherrie are now booked in to attend.

### 4.7 High Tea

- a. The BOT were invited to attend the Staff Pink Ribbon Fundraiser High Tea on Thursday 29 June.

## 5.0 CONFIDENTIAL MINUTES

### Schedule 2A Resolution to exclude the public

[s 48\(3\), \(4\), \(5\), \(6\)](#)

Schedule 2A: inserted, on 1 October 1991, by section 8 of the Local Government Official Information and Meetings Amendment Act 1991 (1991 No 54).

Section 48, Local Government Official Information and Meetings Act 1987

I move that the public be excluded from the following parts of this meeting – namely the Golden Bay High School Board of Trustees meeting on 26 June 2017.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under [section 48\(1\)](#) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
1 Staffing	Privacy	
2 Stand Downs	Privacy	
3 Limited Statutory Manager Update	Privacy	

\*This resolution is made in reliance on [section 48\(1\)\(a\)](#) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by [section 6](#) or [section 7](#) of that Act or [section 6](#) or [section 7](#) or [section 9](#) of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

Good reason to withhold exists under section 7- Local Government Official Information and Meetings Act 1987

“(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—

(a) shall be available to any member of the public who is present; and

(b) shall form part of the minutes of the local authority.”

AW/RB  
Carried

The BOT moved into a confidential session at 10.09pm.

The BOT moved out of the confidential session at 11.12pm.

The meeting closed at 11.12 pm.

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**Chairperson**

**Date**

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**Principal**

**Date**

## **ACTION LIST**

1. Vanessa Harwood's details to updated on the NZSTA register by Steph.
2. Steph to email PDF of CoL Timeline go members.
3. Beverley to liaise regarding a date in July/August for the BOT and SLT to visit the Marae.
4. Coralie to work on International Student related Policies.
5. Coralie to discuss with Student Council the water NMHB suggestion and seek feedback from students.
6. Steph to organise Annual Department Report evening for 7 August.
7. Steph to organise Sub-Finance Committee to meet regarding Finance Policies.
8. Invitation to Justin Fletcher from Redbox to BOT meeting to be organised by Steph.
9. Andy, Alison and Richard to produce ERO response to go on the GBHS Website.

## **ACTION LIST FROM PREVIOUS BOT MEETINGS**

1. HR Audit date – ongoing.
2. Ratification via email procedure to be written – ongoing.
3. Richard and Dan to work on reply to Malcom McBride's letter on Traffic.